

Gallatin City-County Health Department

Environmental Health Services
215 W. Mendenhall Rm 108
Bozeman, MT 59715-3478
(406) 582-3120

Temporary Event Guidelines

- ❖ **Coordinated Event** More than 3 vendors at an event
(coordinator application and meeting required)
- ❖ **Single Event** 3 or less vendors at an event

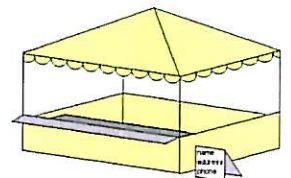
All vendors must possess either:

1. A current Montana Retail Food License (mobile or catering endorsement) .
 2. Temporary Event Food Service Permit.
- All vendors (except those who meet #1) must complete a GCCHD Temporary Food Service Vendor application
 - Return application to the Gallatin City-County Health Department (GCCHD) at least **7 days prior** to the event for review and approval.

A temporary food service establishment is defined as a food service establishment that operates at a fixed location for a period of time of not more than fourteen (14) consecutive days in conjunction with a single event or celebration [ARM 37.110.203(76)].

All vendors must operate from an approved commissary conveniently located to the event unless using a **"self contained, fully equipped mobile unit"**. Vendors must report to the commissary at least daily for servicing operations. An approved commissary form must accompany the event application. A commissary form may be obtained from GCCHD.

A **self-inspection** form must be filled out on-site. **Return the self-inspection report to the Gallatin City-County Health Department, Environmental Health Services, within 7 business days after the event.**



FOOD

- Must be prepared in a licensed kitchen approved by GCCHD.
- Preparation on-site, other than simple assembly and cooking, is not permitted.
- All food must be pre-cut, prepared, and ready for cooking when delivered to the event site.
- All produce items must be washed at a licensed kitchen with a food prep sink, or be received pre-washed (i.e.: lemons for lemonade, potatoes for fries, etc).
- Items such as turkey legs, chicken breast and chicken patties should be purchased pre-cooked.

UTENSILS AND EQUIPMENT

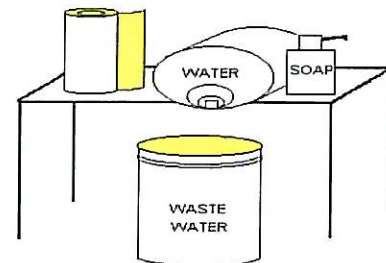
- Must be washed, rinsed, and sanitized daily in a 3-compartment sink at a licensed kitchen.
- Extra serving utensils must be provided so soiled utensils can be changed every four (4) hours.
- NO on-site washing in tubs/basins unless approved by GCCHD.
- Serving utensils must be used whenever possible and must be stored in the product with the handle extended out of the food. Direct hand contact of foods must be minimized. The use of clean food handler's gloves is recommended, but they do not replace the need for hand washing.

STORAGE

- Only approved smooth, easily cleanable, non-absorbent ice coolers with drainage or approved food-grade containers may be used for the storage of food, ice, or drinks (No Styrofoam allowed).
- Foods, utensils, equipments, and single-use items must be protected from dust, dirt, insects, and customers while being stored, used and/or served.
- All food products, food equipment, and utensils must be stored at least 6" above the ground.
- Paper products may be stored in original protective sleeves 6" above the ground.
- All foods, utensils, equipment, and paper goods must be transported in clean, covered containers to protect them from contamination.

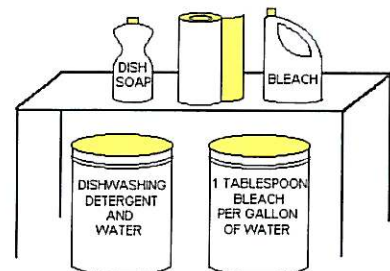
HANDWASHING

- Hands must be washed in accordance with the Administrative Rules of Montana Title 37, Chapter 110, Subchapter 2 37.110.210 (4) and the Gallatin County Health Code Chapter 2, Section 07(A)(B)(C).
- Temporary handwashing facilities must include:
 - ☐ Warm potable water from a free flowing source (i.e. Igloo cooler with spigot)
 - ☐ Soap
 - ☐ Wastewater catch basin
 - ☐ Single service towels
- Eating, drinking and smoking is prohibited within the food booth. Hands must be washed upon return to work.



SANITIZING

- A sanitizing bucket must be in the booth at all times and must include:
 - ✓ Clean, warm water, with a residual of 100 ppm chlorine or 200 ppm quaternary ammonium
 - ✓ Wiping cloths
 - ✓ Approved sanitizer and test strips must be provided

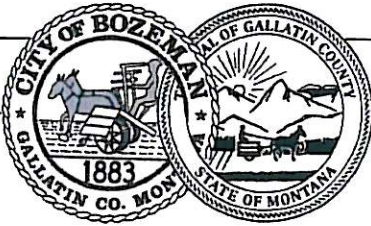


WATER

- Must be a public water supply.
- A clean and sanitized food grade hose must be used when connecting to an approved potable water supply (drinkable).

WASTE

- Solid wastes such as food debris, or waste paper must be collected and later disposed of at a dumpster provided for vendors at event site. A clean trash receptacle with lid must be provided in the food booth.
- Liquid waste must be stored in a properly sized retention tank and disposed in an approved wastewater disposal system.



www.gallatin.mt.gov/health

Gallatin City-County Health Department

Environmental Health Services
215 W. Mendenhall Rm 108
Bozeman, MT 59715-3478
(406) 582-3120 • (406) 582-3128

Temporary Event Food Vendor Application

Name of Event _____
Event Location _____
Date(s) of Event _____ Time(s) of Event _____
Total expected number of patrons _____ Expected number of patrons per day _____

Name of Organization _____
Mailing Address _____ City _____ ST _____ Zip _____
Person in Charge of Booth _____ Telephone _____

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Non Profit (Exempt from licensing fees)<input type="checkbox"/> Valid Montana Food Purveyors License # _____ (F10 or F7)<input type="checkbox"/> \$85.00 Establishments with 2 or fewer employees working at any one time.<input type="checkbox"/> \$115.00 Establishments with 3 or more employees working at any one time. <p><u>Make check payable to MDPHHS</u></p> | Office use Only:

<input type="checkbox"/> Cash

<input type="checkbox"/> Check # _____ |
|--|--|

Menu

No food preparation may be done at home.

All food must be prepared on site or in an approved licensed kitchen.

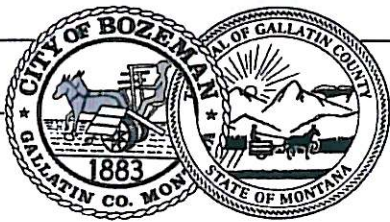
Applicant Signature _____

Date _____

The following section is to be completed by the Health Department

Environmental Health Specialist _____

Date _____



Gallatin City-County Health Department

Environmental Health Services
215 W. Mendenhall #108, Bozeman, MT 59715
(406)582-3120

TEMPORARY EVENT SELF-INSPECTION FORM

This form must be completed and available to Sanitarian upon request. All questions including logs of cooking and holding temperatures, as well as, sanitizing concentrations, should be filled out during operating times.

Event _____ Dates of event _____

Organization: _____ Commissary _____ License # _____

Person in Charge _____ Event coordinator _____

****After event please mail white copy to:** Environmental Health Services,
215 W. Mendenhall #108, Bozeman, MT 59715

	Yes	No	Inspector
1. Thermometer calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is cooling ice and consumption ice separated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are chemical test strips available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are employees using good hand washing procedures, have they signed forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you using single service items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Where are you getting water? _____			
7. How are you transporting it? _____			
8. Where are you getting ice? _____			
9. Where are you disposing of waste and wastewater? _____			
10. Describe how you clean and sanitize dishes, utensils, and surfaces. _____			
11. Type of sanitizer? _____ Strength? _____			
12. Describe your hand washing system and location. _____			
13. Location of restroom? _____			
14. Describe how you are limiting direct hand contact. _____			
15. How will you control pests (insects, rodents)? _____			

List Menu Items _____

Where do your foods come from? _____

Temperature Log

Hot Foods Cooking/holding temperature				Cold Foods holding temperature			
Item	AM	Noon	PM	Item	AM	Noon	PM

Signature of person in charge _____ Date _____ Sanitarian _____ Date _____
White - Mailed to GCCHD after event Yellow - Vendor copy

This form to be kept on site at all times of operation.

Gallatin City-County Health Department
FOOD HANDLER HEALTH REQUIREMENTS

"Food Handler" means any person in the food preparation area of a Food Service Establishment who handles food, food containers, or food utensils, including owners, Persons-in-Charge, employees and volunteers.

A food handler may not handle food in a Food Service Establishment if they:

1. Are currently diagnosed or have been diagnosed within the last four (4) weeks with an illness due to any the following bacteria or viruses:
 - a. *Salmonella*,
 - b. *Shigella*,
 - c. *E. coli*,
 - d. Hepatitis A;
 - e. *Campylobacter*,
 - f. *Cryptosporidium*, or
 - g. *Giardia*.
1. Has symptoms associated with an acute gastrointestinal illness such as:
 - a. Diarrhea,
 - b. Fever
 - c. Vomiting
 - d. Jaundice, or
 - e. Sore throat with fever;
2. A lesion or sore containing pus such as a boil or infected wound that is open or draining and is:
 - a. On the hands or wrists, unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover,
 - b. On exposed portions of the arms, unless the lesion is protected by an impermeable cover, or,
 - c. On other parts of the body, unless the lesion is covered by a dry, durable, tight-fitting bandage;

If you have any of these diseases or symptoms, **CONTACT YOUR SUPERVISOR BEFORE YOU START WORKING.** It may be illegal for you to work or handle food if you have any of these diseases or symptoms.

Your supervisor or the Person in Charge will notify the Gallatin City-County Health Department (582-3120). This information will be kept confidential as provided by Montana law.

People may become sick if they eat food prepared or handled by someone with these diseases or symptoms. If possible, you may be assigned other duties that do not involve food handling or preparation. The Gallatin City-County Health Department will make this decision.

Establishment: _____

By signature attached, I certify that I understand and will comply with the above cited Health Requirements

Signature Sheet Attached

Employee Health Requirements Verification

_____ Printed Signature	_____ Employee Signature	_____ Date
_____ Printed Signature	_____ Employee Signature	_____ Date
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**Gallatin City-County Health Department
Hand Washing Plan**

All food establishments must comply with and post a GCCHD Hand Washing Plan. The following GCCHD Hand Washing Plan requires that food handlers:

1. Have minimal bare hand food contact.
2. Are provided with a hand-sink with soap, fingernail brushes, and paper towels in a dispenser or a warm-air hand dryer, in the food preparation and dish washing areas:
3. Thoroughly wash their hands and the exposed portions of their arms with soap and warm water and dry them before starting food preparation [See Hand Washing Procedure], and also after:
 - a. Touching any soiled object, soiled surface, or soiled material, or soiled clothing;
 - b. Handling dirty dishes or equipment;
 - c. Touching or scratching any body part (ears, mouth, nose, hair, face or other parts);
 - d. Coughing, sneezing or using a handkerchief or facial tissue;
 - e. Using the restroom;
 - f. Handling raw food - particularly meat and poultry;
 - g. Cleaning, removing garbage, or storing supplies;
 - h. Smoking, eating, or drinking;
 - i. Returning to the kitchen from another area;
 - j. After engaging in other activities that contaminate the hands.
4. Do not wipe their soiled hands on clothing or aprons;
5. Keep their fingernails trimmed and clean, and hands and wrists free of loose jewelry;
6. Have clean clothing and use hair restraints.

Hand Washing Procedure:

Food handlers shall keep their hands and exposed portions of their arms clean.

Food handlers shall clean their hands and exposed portions of their arms with a cleaning compound in an approved handwashing lavatory by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Food handlers shall pay particular attention to the areas underneath the fingernails and between the fingers.

Establishment: _____

By signature attached, I certify that I understand and will comply with the above cited Hand Washing Plan.

Signature Sheet Attached

Employee Hand Washing Verification

Printed Signature

Employee Signature

Date

Printed Signature

Employee Signature

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Printed Signature

Employee Signature

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Food Temperatures

Food Service Establishments – Administrative Rule - Title 37, Chapter 110, Subchapter 2

Cooking Temperatures

Raw animal foods such as eggs, fish, poultry, meat, and foods containing these raw animal foods, must be cooked to heat internal parts of food using a calibrated thermometer, for the specified times listed below:

Item	Temperature & Time
Fish	145°F for 15 seconds
Beef & pork products (i.e., roasts, steaks, chops)	145°F for 15 seconds
Ground beef, pork & fish, exotic game, & injected meats	155°F for 15 seconds
Shell eggs individually ordered for immediate service	145°F for 15 seconds
Shell eggs prepared for other than individual order for immediate service	155°F for 15 seconds
Poultry, wild game, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites, or stuffing containing fish, meat, poultry, or ratites	165°F for 15 seconds

Holding Temperatures

- Foods must be held @ < 41° or > 135° at all times.

Listed below are some examples of potentially hazardous foods:

- Milk and milk products
- Sliced melons
- Garlic-in-oil mixtures
- Beef, pork and lamb
- Poultry
- Shellfish, crustacean
- Fish
- Sprouts and raw seeds
- Baked or boiled potatoes
- Shell eggs
- Soy-protein products, including Tofu
- Cooked beans or other heat-treated plant foods
- Cooked rice

- If using 4-hour time limit as a food safety measure, foods must be discarded after time has elapsed.



PORTABLE SANITATION ASSOCIATION INTERNATIONAL

7800 Metro Parkway - Suite 104 • Bloomington, Minnesota 55425 U.S.A.
 1-800-822-3020 • (952) 854-8300 • Fax: (952) 854-7560 • E-mail: info@psai.org

SPECIAL EVENT EXTENDED CHART BREAKDOWN (No fixed facilities)

Number of Units required when no pumping service is provided
 50/50 Mix of Men & Women
 One unit provides approximately 200 uses with 4 hours between use

Average Crowd Size ↓	AVERAGE HOURS AT THE EVENT									
	→ 1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251